Preclaim Form Edit Table
July 1998

Definitions:

If Available - refers to data the lender may or may not have. If the lender has the data, it must be provided in the preclaim assistance request and/or claim package. If the lender does not have this data, the preclaim assistance request and/or the claim package will be processed.

Required - refers to data the lender must provide in the preclaim assistance request and/or the claim package. If the required data is not provided, the guarantor may follow up with the lender to obtain the required data.

Modify - refers to the action the guarantor may take if the required data must be provided by the lender and it is incomplete and/or inaccurate. If the guarantor has complete or accurate data, the preclaim assistance request and/or the claim package will be processed with the guarantor's data. If the guarantor does not have complete and/or accurate data, the guarantor must follow up with the lender to obtain the required data.

Clarify - refers to the action a guarantor must take if the required data must be provided by the lender and it is missing, incomplete, or inaccurate. In this case, the guarantor must follow up with the lender to obtain the required data.

Field #	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION I: PRECLAIM INFORMATION					
1	Preclaim Type	Valid codes for this field are SK, DF, and DQ. If not provided or not one of the preceding values, default to DF unless field #7 is equal to "N", and the Request Dt (#2) minus the Pmt Due Dt (#34) is less than the minimum days delinquent required for preclaim assistance, then default value to SK.	2,7,34	Required	Modify
2	Request Dt	Date in field #2 minus date in #34 must be greater than or equal to the minimum days delinquent required for preclaim, unless field #1=SK.	1, 34	Required	Clarify
SECTION II: BORROWER INFORMATION					
3	Social Security #	If the Social Security # is invalid, follow up is required.		Required	Clarify
4	Name (Last, First, MI)	If name is not provided and #3 is provided, use guarantor data, if available. If field #3 is unknown, follow up is required.	3	Required	Modify Clarify
5	AKA	This data element is provided if available.		If Available	

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6	Address	Must contain the last known address for the borrower. If that address is invalid, the guarantor can retrieve information using internal system cross-reference based upon name and Social Security #.		Required	Modify
7	Valid?	Based on information provided in #6, fill #7 with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume address is valid.		If Available	
8	Address Effective Date	If field #7 is "Y", this data element is required if available.	7		
9	Home #	This data is provided if available. If not provided, fill the field with zeros. Otherwise, the guarantor will access its records for this information.		If Available	
10	Valid?	If field #9 is completed, fill field with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume home number is valid.	9	If Available	
11	Other #	This data is provided if available. If not provided, access guarantor records for this information.		If Available	
12	Valid?	If field #11 is completed, fill field with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume number is valid.	11	If Available	
13	Work #	This data is provided if available. If not provided, access guarantor records for this information.		If Available	
14	Valid?	If field #13 is completed, fill field with "Y" or "N". Y=data valid; N=data invalid; in the absence of information to the contrary, assume work number is valid.	13	If Available	
15	Employer	This data is provided if available. If not provided, access guarantor records for this information.		If Available	
16	Last School Attended	This data is provided if available. If not provided, access guarantor records for this information.	17	Required	Modify
17	Code	If not provided, access guarantor records for this information.	16	If Available	
18	Last OSD	This data is provided if available. If lender information does not match the guarantor data, it is the lender's responsibility to reconcile with the guarantor prior to claim filing. If not provided access guarantor records for this information.		If Available	

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SECTION III: REFERENCE INFORMATION (for each reference)					
19a & b	Name	This data is required for all preclaim types. If not provided, access guarantor records for this information. If unknown or reference requested "no contact," complete with "NA".		Required*	Modify
20a & b	Address	This data is required for all preclaim types. If not provided, follow up is required. If unknown or reference requested "no contact," complete with "NA".		Required*	Modify
21a & b	Valid?	If field #20 is completed, fill field with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume address is valid.	20	If Available	
22a & b	Relationship	This data is provided if available.		If Available	
23a & b	Home #	This data is provided if available.		If Available	
24a & b	Valid?	If field #23 is completed, fill field with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume home number is valid.	23	If Available	
25a & b	Other #	This data is provided if available.		If Available	
26a & b	Valid?	If field #25 is completed, fill field with "Y" or "N". Y=data valid, N=data invalid; in the absence of information to the contrary, assume other number is valid.	25	If Available	

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SECTION IV: LOAN INFORMATION					
27	Loan Type	If data is not provided, follow up is required.		Required	Clarify
28	Loan ID	If data is not provided, follow up is required.		Required	Clarify
29	1st Disb Dt	If data is not provided, follow up is required.		Required	Clarify
30	$ Curr Prin Bal	Must list the current principal balance (including any capitalized interest) for each loan identified.		Required	Clarify
31	$ Accrued Int	Must list the accrued interest due on the date preclaimed for each loan identified.		Required	Clarify
32	Dt Loan Sold	If loan was purchased from another lender, the date the loan was purchased must be provided.		Required	Clarify
33	Dt Servicer Resp	If field #50 is completed, this is field required.	50	Required	Clarify
34	Pmt Due Dt	If field #1 is SK, must put 00/00/0000 in date field, otherwise a date must be provided. If not provided, follow up is required.	1	Required	Clarify
35	$ Pmt Amt	If data is not provided, use fields #34 and #38 to obtain the information.	33, 37	Required	Modify
36	Last Pmt Dt	This data is provided if available.	34, 38	If Available	
37	$ Last Pmt Amt	This data is provided if available.		If Available	
38	$ Amt Delinq	If unable to determine based on field #34 and #35, follow up is required.	34, 35	Required	Clarify
39	# Days Delinq	This field must be completed with the # of days delinquent as of the date in field #2.	2	Required	Clarify
40	Deferment and Forbearance Information	Provide the total number of months of deferment and/or discretionary forbearance granted to the borrower for each applicable code.		If Available	

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SECTION V: ENDORSER/COMAKER/PLUS STUDENT (E/C/S) INFORMATION					
41	Loan ID	If fields #42 and #43 are completed, this field is required.	28, 42, 43	Required *	Clarify
42	(E/C/S) Code	If fields #41 and #43 are completed, this field is required.	41, 43	Required *	Clarify
43	E/C/S Name	If fields #41 and #42 are completed, this field is required. If fields #41 and #42 are not provided and this field is completed, follow up is required. If fields #41 and #42 are not provided and this field also is not provided, follow up is not required. If field #41 is not provided and field #42 = S, access guarantor records.	41, 42	Required *	Clarify Modify
44	Social Security #	If field #41 and #42 are completed, this field is required. If the data is not provided, fill the field with zeros.	41,42	Required *	Modify
45	Address	If fields #41 and #42 are completed, this data is required. If the data is not provided, fill the field with zeros.	41,42	Required *	Modify
46	Valid?	If field #45 is completed, fill field with "Y" or "N". Y = data valid; N = data invalid; in the absence of information to the contrary, assume address is valid.	45	Required *	Modify
47	Home #	If fields #41 and #42 are completed, this data is provided if available.	41, 42	Required *	Modify
48	Valid?	If field #47 is completed, fill field with "Y" or "N". Y = data valid; N = data invalid; in the absence of information to the contrary, assume home number is valid.	47	Required *	Modify

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SECTION VI: LENDER/ SERVICER INFORMATION					
49	Lender ID	This field must be completed with a valid ID code. If not provided, follow up is required. If there is a discrepancy between data in the field and the guarantor database, the PCA should be "loaded" and worked, and the guarantor must follow up with the lender regarding the ID discrepancy.	51	Required	Clarify
50	Servicer ID	This field must be completed with a valid ID code if there is a servicer.	33, 51	Required*	Modify
51	Lender/Servicer Name	Field must be completed with the lender or servicer name. If not provided and field #49 does not cross reference to field #52 on guarantor records, follow up is required.	49, 52	Required	Clarify
52	Lender/Servicer Address	Field must be completed with the lender or servicer address. If field #49 or #50 is completed, field #52 must be completed.	49, 50	Required	Clarify
53	Borrower Contact	Identify the department/entity to whom the borrower should be referred (i.e., Customer Service, Collections). If data is not provided, use guarantor data.		Required	Modify
54	Contact's #	If data is not provided, use guarantor data.		Required	Modify
55	Prepared By	If data is not provided, use guarantor data.		Required (if PCA is not electronically transmitted)	
56	Preparer's #	If data is not provided, use guarantor data.		Required (if PCA is not electronically transmitted)	

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